



PROCEDURE FOR THE RECOVERY OF OUTSTANDING FEES FOR ACCOMMODATION IN UNIVERSITY OF GDAŃSK STUDENT HOMES

1. No later than 14 days after the due date for the monthly payment, the student home administration shall issue a written reminder informing the resident of any outstanding fees and the necessity to settle them. The reminder shall be issued in two copies, bearing the signature of the head or specialist in charge of the student home administration. The reminder should then be delivered in person, with the resident signing one of the copies, confirming the receipt of the letter, or sent by recorded delivery when the person is still residing at the student home but fails to collect the letter. In the case of persons who have already vacated the student home, the procedure shall commence by applying section 2 accordingly.
2. In the event of no payment having been received for the overdue month and arrears having accumulated for the following month, no later than 60 days from the arrears arising, the student home administration shall issue a written demand for payment and forward it to the Department for Student Homes and Staff Hotels. Should the person still be residing in the student home, the letter, signed by the head of the Department for Student Homes and Staff Hotels, should then be returned to the student home to be delivered to the resident (in the manner specified in section 1). Should the person no longer reside in the student home or fail to collect the letter, the demand for payment shall be sent by recorded delivery to the person's correspondence address. An employee of the Department for Student Homes and Staff Hotels shall inform the student home administration upon receiving confirmation of delivery of the letters sent by post.
3. Having verified whether payment has been made and whether the debtor has responded to the demand regarding the debt or its amount within 14 days from the date on which the demand was received, the student home administration shall:
 - 1) if the entire outstanding fee has been paid – send the information to the Department for Student Homes and Staff Hotels and conclude the procedure;
 - 2) if the outstanding fee has been paid in part – act in accordance with section 1 (if the arrears in payment refer to one month) or section 2 (if the arrears in payment refer to two months);
 - 3) if no payment has been made and the debtor no longer resides in the student home – send a complete set of documents to the Department for Student Homes and Staff Hotels which in turn submits a request to the UG Legal Office to initiate legal proceedings;
 - 4) if no payment has been made and the student still resides in the student home – send a complete set of documents to the Department for Student Homes and Staff Hotels,

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which shall then submit a request to the UG Legal Office to initiate legal and eviction proceedings. At the same time, the student home administration shall prepare a draft decision on the withdrawal of the allocation of a place in the student home and send it to the Department for Student Homes and Staff Hotels. Once a month, when preparing a list of debtors, the student home administration shall verify whether outstanding fees have been paid and, having ascertained that the debtor whose case has been forwarded to the Legal Office has made the due payment, shall communicate this information to the Department for Student Homes and Staff Hotels.

4. Persons who have received the consent of the UG Chancellor or the Deputy Chancellor for the payment deadline to be extended or for the outstanding fees to be paid in instalments shall be exempt from this Procedure.
5. Establishing a new payment deadline or payment schedule with the debtor and drawing up an appropriate agreement shall result in the suspension of subsequent recovery actions, excluding the monitoring of the due payments. Should the scheduled payment deadline be breached, the suspended actions shall be resumed.